

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
COMPTON FAMILY MENTAL HEALTH SERVICES**

**PROMOTIONAL/TRANSFER OPPORTUNITY**



**RESTRICTED TO DEPARTMENT OF MENTAL HEALTH (DMH) EMPLOYEES**

**INTERMEDIATE TYPIST CLERK**

Compton Family Mental Health (CFMH) Services is seeking a qualified candidate to join our Administrative Support Team as an Intermediate Typist Clerk! CFMH provides highly specialized clinical and medication support services to the children, youth, adult, and older adult populations in the city of Compton. The qualified candidate will have a positive and professional presentation, work habits that are compliant with HIPPA, proficient in the use of the integrated system (IS), and a team player!

**EXAMPLE OF DUTIES:**

- Enter units of service into the IS;
- Opening and Closing client records in the IS;
- Updating the Single Fixed Point of Responsibility;
- Registering clients when they arrive for appointments;
- Entering prescriptions;
- Answering phones, making copies and follow-up appointments;
- File, pull and deliver medical records;
- Complete additional or special assignments as requested.

**DESIRABLE QUALIFICATIONS:**

- Possession of excellent organizational and interpersonal skills as well as be self-directive, energetic, and committed;
- Possession of excellent and demonstrated communication skills, both verbally and in written form;
- Strong computer skills and experience utilizing Microsoft Word, Excel, Access, and/or Visio software;

Interested individuals who are currently on the ITC certification list or holding the title of ITC should submit a detailed resume and letter of interest as well as last two (2) Performance Evaluations and last two years of master time records to:

Tancia Trotter, Mental Health Clinical Program Head.  
C/O VALENCIA GUNN  
(310) 223-0694 (fax)

***AN EQUAL OPPORTUNITY EMPLOYER***